

Electronic Performance Appraisal (EPA) System Workflow Description

The EPA system contains employee and appraisal records. The system is designed to provide a standardized appraisal process, with consistency in appraisal preparation and review, with all processes occurring in a timely manner. The EPA workflow is as follows:

Beginning of Appraisal Period

- A new employee, or existing employee in a new position, causes a new record to be created in EPA and an Appraisal Form with a performance plan for the Probationary Appraisal to be built (input from system, supervisor, and employee).
- The supervisor initially builds the performance plan through the appraisal form. Selected fields are automatically filled by EPA, while the Employee Action Plan, Common Rating Factors, and Major Functions from the Job Description Questionnaire are built manually.
- Management review and approval of the plan occurs.
- The supervisor discusses the plan with the employee.
- Review and sign-off occurs with electronic signature.
- The plan is online and accessible for review.
- The opportunity for changes is subject to the lock-out rules.

NEW EMPLOYEE OR EMPLOYEE WITH POSITION CHANGE

This process is completed one time.

Performance Plan

- Probationary Appraisal
- Becomes an Ongoing Employee
- Yearly Appraisal

ONGOING EMPLOYEE

The process is repeated each appraisal year.

Performance Plan

- Yearly Appraisal
- Mid-Point Appraisal

Probationary Appraisal – 6 Months

- An electronic notification of appraisal due date is sent to the supervisor.
- The supervisor rates the employee's performance.
- The supervisor has a discussion of performance with the employee.
- The Employee Action Plan and Major Functions may be updated for the period "going-forward".
- Review and sign-off occurs with electronic signature.
- The score is entered into Banner.
- The plan is online and accessible for review.
- The next appraisal is in 6 months, the Yearly Appraisal

Yearly Appraisal – 12 Months

- An electronic notification of appraisal due date is sent to the supervisor.
- The supervisor rates the employee's performance.
- Additional management approval and sign-off occurs, where required.
- The supervisor has a discussion of performance with the employee.
- Review and sign-off occurs with electronic signature.
- The score is entered into Banner.
- The plan is online and accessible for review.
- The Employee Action Plan and/or Major Functions may be updated for the period "going-forward", effectively becoming the new Performance Plan.
- If the rating is Satisfactory, the next appraisal is in 6 months, the Mid-Point Appraisal.

Mid-Point Appraisal – 6 Months

- An electronic notification of appraisal due date is sent to the supervisor.
- The supervisor has an informal discussion of performance with the employee.
- The Employee Action Plan and/or Major Functions may be updated for the period "going-forward".
- Review and sign-off occurs with electronic signature.
- The plan is online and accessible for review.
- The next appraisal is in 6 months, the Yearly Appraisal.

EXCEPTION WORKFLOW

Special Review

- May occur at any time after the probationary appraisal
- Requires special request to HR
- Requires HR involvement
- Requires employee development plan

Extended Performance Appraisal – 30-90 days

- If the rating in the Probationary Appraisal is Unsatisfactory, the next appraisal is the Extended Performance Appraisal, with HR approval
- The supervisor has a discussion of performance with the employee.
- The Employee Action Plan and/or Major Functions may be updated for the 30-90 day period "going-forward".
- Review and sign-off occurs with electronic signature.
- The score is entered into Banner.
- The plan is online and accessible for review.
- If the rating is Satisfactory, the next appraisal is the Yearly Appraisal. If the rating is Unsatisfactory, termination of employment may occur.

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Change in Rater/Change in Position

Workflow to be defined

New Major Functions Added During Appraisal Cycle

Workflow to be defined

ISSUES

1. Performance Planning is not identified as a process in the current workflow.
2. What is the workflow if there is a change in rater or change in position during the current appraisal period? What affect will such a change have on bonus opportunity? What happens to the "old" appraisal?
3. How are changes (such as new Major Functions during the appraisal period) handled under the lock-out rules?